

Signature Authorization for Michigan Cigarette Tax Stamps

Issued under authority of P.A. 327 of 1993, as amended.

Complete a separate form for each location where cigarette tax stamps will be delivered. Completed forms, with the **original signatures**, must be submitted to the address on the back of this form. See the instructions on the back.

Check the appropriate box to the right. ☐ New Form ☐ Revised Form

Section 1 - Cigarette Tax Stamp Order Authorization

Indicate below the person(s) who are authorized to order cigarette tax stamps. Cigarette tax stamps may only be ordered by wholesalers or unclassified acquirers. **Stamping agents cannot order cigarette tax stamps for wholesalers or unclassified acquirers for whom they act as a stamping agent.** Orders will not be filled if the order form is not signed by one of the individuals listed below who is authorized to order stamps.

1. Name of Wholesaler/Unclassified Acquirer Placing Order (Home Office Location)	2. Account Number (FE, ME or TR)	
3. Street Address, City, State & Zip	4. Phone Number	5. Fax Number

If stamps are to be shipped to a branch location or stamping agent, complete #6-8. Otherwise, skip to #9.

6. Branch name or stamping agent name and address	7. Phone Number
	8. Fax Number

9. ☐ Check here is you require at least two authorized signatures for ordering stamps.

10. Signature of Person(s) Authorized to Order Stamps	Print or Type Name and Title	Add/Delete Name?
A.		<input type="checkbox"/> Add <input type="checkbox"/> Delete
B.		<input type="checkbox"/> Add <input type="checkbox"/> Delete
C.		<input type="checkbox"/> Add <input type="checkbox"/> Delete
D.		<input type="checkbox"/> Add <input type="checkbox"/> Delete
E.		<input type="checkbox"/> Add <input type="checkbox"/> Delete

Section 2 - Cigarette Tax Stamp Delivery

Indicate below the person(s) who are authorized to accept delivery of cigarette tax stamps. If stamps are to be delivered directly to a stamping agent, the person(s) authorized to receive the stamps must be employed by the stamping agent. Cigarette tax stamps will not be delivered unless signed for by one of the individuals listed below who is authorized to receive stamps.

11. Signature of Person(s) Authorized to Receive Stamps	Print or Type Name and Title	Add/Delete Name?
A.		<input type="checkbox"/> Add <input type="checkbox"/> Delete
B.		<input type="checkbox"/> Add <input type="checkbox"/> Delete
C.		<input type="checkbox"/> Add <input type="checkbox"/> Delete
D.		<input type="checkbox"/> Add <input type="checkbox"/> Delete
E.		<input type="checkbox"/> Add <input type="checkbox"/> Delete

Section 3 - Certification

This authorization form must be executed by a corporate officers/owner of the company.

I hereby certify that the signatures set opposite the names and titles above are genuine.

12. Signature of Corporate Officer/Owner	Date
Print or Type Name and Title	

Signature Authorization for Michigan Cigarette Tax Stamps Instructions

This form must be filed for initial authorization or for changes to authorization.

Section 1 - Cigarette Tax Stamp Order Authorization

Lines 1-5: Enter the name, address, account number, telephone number and fax number for the home office of the wholesaler/unclassified acquirer (must be licensed in the State of Michigan) placing the order.

Lines 6 - 8: If stamps are to be delivered to a branch location or a stamping agent, enter the name, address, telephone number and fax number of that location.

Line 9: If you want Treasury to only accept orders with the signatures of at least two persons authorized to order stamps, check this box.

Lines 10A - E: Individuals authorized to place orders. A person(s) who is authorized to place a cigarette tax stamp order for your company must sign the form to the left of their printed/typed name and title. Check the appropriate box indicating if the person should be added or deleted from the authorization file.

Treasury does not require that you have more than one name on file to place orders with the department. Treasury will only fill orders signed by an authorized individual whose name is on file with the department. Therefore, to avoid possible delays in receiving your stamps, it is recommended that you have at least two names on file.

Section 2 - Cigarette Tax Stamp Delivery

Lines 11A - E: Individuals authorized to accept delivery. A person(s) who is authorized to accept delivery of a cigarette tax stamp order for your company must sign this form to the left of their printed/typed name and title. Check the appropriate box indicating if the person should be added or deleted from the authorization file.

If you are using an approved stamping agent, the authorized person must be an employee of the stamping agent.

Treasury does not require that you have more than one name on file to receive orders from the department. Cigarette tax stamps will only be delivered to an individual whose name is on file with the department to receive stamps. Therefore, we recommend that you have at least two names on file.

Section 3 - Certification

Line 12: This form must be signed by a corporate officer/owner of the company.

Mailing and Confirmation

Mail your completed form with the original signatures (not a photocopy) to:

Cigarette Stamp Section
Customer Contact Division
Michigan Department of Treasury
Lansing, MI 48922

Treasury will fax confirmation of receipt of this signature authorization form to both the home office and the location to which stamps will be delivered.

If you have questions about this authorization form, please contact the Cigarette Stamp Section at 517-636-4630. Deaf, hearing or speech impaired persons may call 517-636-4999 (TTY) or the Michigan Relay Center at 1-800-649-3777.